

ST. KITTS-NEVIS CHAMBER OF INDUSTRY AND COMMERCE

VACANCY

PROJECT OFFICER

INTERREG Caribbean KARULINK Project

Job title	Project Officer – INTERREG Caribbean KARULINK Project
Contract type	Fixed-term contract
Duty station	St. Kitts-Nevis Chamber of Industry and Commerce, Basseterre, St. Kitts
Reporting to	Executive Director
Contract period	Start date to be determined – 31 December 2027
Compensation	Commensurate with the qualifications, skills and experience required for the position

About the Opportunity

The St. Kitts-Nevis Chamber of Industry and Commerce (SKNCIC) invites applications from suitably qualified professionals for the position of **Project Officer** for the **INTERREG Caribbean KARULINK Project**. The Project Officer will support the effective coordination, implementation, financial administration, monitoring and reporting of SKNCIC's project activities, while maintaining strong working relationships with regional partners, local stakeholders and the wider private sector.

The successful candidate will be organized, results-oriented and able to manage multiple workstreams in a multicultural, cross-border environment. The role also requires the flexibility to assist with other Chamber work and assignments delegated by the Executive Director.

Purpose of the Role

To coordinate SKNCIC's participation in the KARULINK Project and ensure that assigned activities, budgets, stakeholder engagements, deliverables and reporting obligations are completed accurately, efficiently and in accordance with approved project requirements, Chamber policies and relevant INTERREG Caribbean procedures.

Key Responsibilities

- **Project planning and coordination:** Prepare and maintain implementation plans, activity schedules, workplans, action trackers and project calendars; coordinate the timely delivery of activities and outputs.
- **Partner coordination:** Serve as a principal operational focal point for the KARULINK Project and liaise regularly with project partners and participating teams across the Caribbean.

- **Stakeholder engagement:** Mobilize and coordinate local stakeholders, including private-sector organizations, public agencies, transport and maritime interests, technical institutions and community partners, as relevant to project activities.
- **Meetings and logistics:** Organize and facilitate meetings, consultations, workshops, missions and other project events; prepare agendas and briefing materials; coordinate venues, invitations, travel and related logistics.
- **Documentation and reporting:** Prepare high-quality minutes, progress reports, technical and administrative documents, presentations, correspondence and other required project records; maintain clear evidence of activities and results.
- **Financial and budget monitoring:** Track expenditure against approved budgets, support financial planning and reimbursement processes, compile supporting documentation and flag variances or risks promptly.
- **Resource coordination:** Support the effective alignment and mobilization of financial, technical and institutional resources needed to implement project activities.
- **Monitoring, evaluation and learning:** Collect and analyze quantitative and qualitative data; monitor indicators, outputs, outcomes and achievements; contribute to impact assessments and lessons learned.
- **Procedures and good practices:** Assist in preparing or adapting detailed procedures, operational tools and good-practice documents to support SKNCIC's implementation responsibilities.
- **Communication and visibility:** Support project communications, stakeholder updates, promotional activities and visibility requirements in keeping with approved branding and donor guidelines.
- **Risk and compliance management:** Identify implementation, financial or operational risks and support corrective action; ensure project files and activities meet applicable accountability, procurement, audit and reporting requirements.
- **Chamber support:** Assist the Executive Director and other authorized management personnel in carrying out the KARULINK Project and undertake other duties or Chamber assignments as delegated by the Executive Director.

Key Deliverables

- Updated workplans, schedules, stakeholder databases and action trackers.
- Timely meeting packages, minutes, reports, presentations and partner correspondence.
- Accurate budget monitoring records and complete supporting documentation for expenditure and reimbursement.
- Documented stakeholder engagements, project outputs, performance indicators and results.
- Well-organized physical and electronic project files that are readily available for management review and audit.

Qualifications and Experience

- A Bachelor's degree in project management, business administration or another relevant discipline.
- Demonstrated experience in project coordination or management, preferably involving regional cooperation, donor-funded, European Union-funded or other international development projects.
- Experience with budget monitoring, financial reporting, grant administration, procurement support or reimbursement-based project procedures.
- Experience engaging government agencies, private-sector organizations, development partners and other diverse stakeholder groups.

- Experience preparing professional technical, administrative and financial documents.

Required Competencies

- Strong planning, organizational, analytical and problem-solving skills.
- Excellent written and oral communication skills, with the ability to produce clear, accurate and high-quality reports and correspondence.
- Sound financial literacy and the ability to work confidently with budgets, financial records and qualitative and quantitative data.
- Strong interpersonal skills and the ability to work collaboratively across organizations, cultures and territories.
- Ability to work independently, exercise sound judgement, manage competing priorities and meet firm deadlines.
- High standards of integrity, confidentiality, accuracy and attention to detail.
- Proficiency in Microsoft Office, particularly Word, Excel, PowerPoint, Outlook and Teams; familiarity with project-management or collaboration tools would be an asset.

What SKNCIC Offers

- An opportunity to contribute to a high-impact regional cooperation initiative.
- Exposure to cross-border project implementation and private-sector development work.
- A stimulating, collaborative and multicultural working environment.
- Opportunities for professional learning, networking and development.

How to Apply

Applicants should submit:

- A current curriculum vitae;
- A cover letter outlining relevant qualifications, experience and suitability for the role; and
- Contact information for two professional referees.

Submit applications by email to: admin@sknchamber.com cc: executivedirector@sknchamber.com

Email subject: Application – Project Officer – KARULINK Project

Application deadline: September 15th 2026

Only shortlisted applicants will be contacted.

SKNCIC is committed to equal opportunity and welcomes applications from suitably qualified candidates. Appointment will be subject to satisfactory references and other employment checks.